

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, California 95814



November 5, 2003

ALL COUNTY INFORMATION NOTICE NO. I-77-03

TO: ALL COUNTY WELFARE DIRECTORS
ALL CalWORKs PROGRAM SPECIALISTS

REASON FOR THIS TRANSMITTAL

- ☐ State Law Change
- ☐ Federal Law or Regulation Change
- ☐ Court Order
- ☐ Clarification Requested by One or More Counties
- ☒ Initiated by CDSS

SUBJECT: CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS
PROGRAM (CalWORKs) ELIGIBILITY BUREAU (CEB) ANALYST
ASSIGNMENTS

This is to inform you that the CEB has made some staffing and assignment changes, due to staffing losses and the need to redirect staff to develop Quarterly Reporting policy and regulations. An updated listing of analyst assignments is attached for your reference.

Requesting Policy Interpretations

To assist us in expediting our responses to your inquiries, we are requesting that counties follow the guidelines below.

- Submit questions by e-mail (using the attached format) directly to analyst assigned to the regulations area. If the county does not have e-mail access, please FAX your questions to (916) 654-1401. If you would like an email version of this format, please contact Ms. Denisha Williams at denisha.williams@dss.ca.gov.
- Indicate the reason for the question e.g., training, an eligibility determination on a case.
- Include the date by which you would like a response.
- Include the specific regulation citation(s) that pertains to your question, and any additional references you have checked such as All County Information Notices (ACINs), All County Letters (ACLs), etc.
- Include all relevant details, as questions will be responded to based on the information provided. No assumptions are made in responding to your questions.
- Provide your proposed answer and information supporting your conclusion whenever possible. Note if you have consulted with other analysts in the department.

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Following these guidelines will help reduce the number of calls between analyst and counties before an answer can be provided and help ensure a timely response to county questions. We will strive to respond to inquiries within one week. If we are unable to respond within that timeframe, you will be contacted pending a reply to your inquiry.

Sincerely,

Original signed on 11/5/03

CHARR LEE METSKER, Chief
Employment and Eligibility Branch

Attachments

c: CWDA
CSAC

CalWORKs COUNTY REQUEST FOR REGULATION INTERPRETATION

Requestor Name:	County:
Phone No:	Subject:
Regulation Cite(s):	References:
Date of Request:	Date Response Needed due to: Homeless Assistance request Immediate Need request Hearing Other:

(Include ACL/ACIN, court cases, etc. in references)

QUESTION:

PROPOSED ANSWER:

CalWORKs Eligibility Bureau – Analyst Assignments
Effective November 2003

ALL NUMBERS ARE WITHIN THE 916 AREA CODE

19-000 to 19-008	Confidentiality	Vince Toolan	654-1808
22-071 to 22-072	Adequate and Timely Notice	Shawn Bradley	653-8675
40-034	Drug/Fleeing Felons	Paulette Dreher	654-3386
40-100 to 40-117	Reception	Beverly Thomas	654-6127
40-105.3	Statewide Fingerprinting Image System (SFIS)	Vince Toolan	654-1808
40-105.4	Immunizations	Beverly Thomas	654-6127
40-105.5	School Attendance	Ruth Van Den Berg	654-1786
40-107.14	Time-on-aid Informing	Charissa Miguelino	657-3665
40-118	Filing Unit	Shawn Bradley	653-8675
40-119 to 40-128	Application Process	Beverly Thomas	654-6127
40-129	Immediate Need	Beverly Thomas	654-6127
40-131	Interview Requirements	Beverly Thomas	654-6127
40-157 to 40-159	Principles and Methods of Determining Eligibility	Beverly Thomas	654-6127
40-161	Home Visit	Beverly Thomas	654-6127
40-171	Action on Applications	Beverly Thomas	654-6127
40-173	Notifying Applicants and Recipients	Shawn Bradley	653-8675
40-181	CW 7/Monthly Reporting	Cheryl Almquist	653-9546
40-181.2	Redeterminations	Cheryl Almquist	653-9546
40-183 to 40-197	Inter-county / Intra-program Transfers	Paulette Dreher	654-3386
41-400 to 41-441	Deprivation and Unemployment	Beverly Thomas	654-6127
41-450	Continued Absence of Parent	Beverly Thomas	654-6127
42-100	Age	Ruth Van Den Berg	654-1786
42-200	Property Definitions	Rosie Avena	654-1514
42-221	Transfer of Property	Rosie Avena	654-1514
42-301. and .302	60-Month Time Limit	Charissa Miguelino	657-3665
42-400 to 42-424	Residence	Rosie Avena	654-1514
42-430 to 42-435	Citizenship and Alienage	David Willey	654-3062
43-100 to 43-117	Responsible Relative	Jackie Shelley	654-1061
43-119	Sponsored Aliens	David Willey	654-3062
43-200	Child Support	Ruth Van Den Berg	654-1786
44-100 to 44-133 and			
44-133.7 and.8	Income	Jackie Shelley	654-1061
		Cheryl Almquist	653-9546
44-133.5 and .6	Family Composition	Shawn Bradley	653-8675
44-205 and 44-206	Establishing the Assistance Unit	Shawn Bradley	653-8675

CalWORKs Eligibility Bureau – Analyst Assignments
Effective November 2003

44-207	Income Eligibility (Financial Eligibility)	Cheryl Almquist	653-9546
44-211	Special Needs	Rosie Avena	654-1514
44-211.5	Homeless Assistance	Rosie Avena	654-1514
44-212	MBSAC Definitions	Vince Toolan	654-1808
44-300 to 44-306	Aid Payments (schedules, payee, delivery)	Vince Toolan	654-1808
44-307	Voucher/Vendor Payments	Paulette Dreher	654-3386
44-309	Protective Payments	Paulette Dreher	654-3386
44-311	COLA	Vince Toolan	654-1808
44-313	Budgeting	Ruth Van Den berg	654-1786
44-314	Maximum Family Grant (MFG)	Cheryl Almquist	653-9546
44-315	Grant Structure, MBSAC/MAP	Vince Toolan	654-1808
44-316	Reporting Changes	Ruth Van Den Berg	654-1786
44-317 to 44-318	Beginning Date of Aid	Beverly Thomas	654-6127
44-319 to 44-327	Initial Payments, payment changes	Vince Toolan	654-1808
44-340	Underpayments	Ruth Van Den Berg	654-1786
44-350 to 44-355	Overpayments,	Ruth Van Den Berg	654-1786
44-400 to 44-403	RISP	Ruth Van Den Berg	654-1786
50-000	Court Cases	Vince Toolan	654-1808
81-215	Diversion	Beverly Thomas	654-6127
82-500	Child Support	Ruth Van Den Berg	654-1786
82-610	Potentially Available Income	Jackie Shelley	654-1061
		Cheryl Almquist	653-9546
82-612 to 82-614	Unemployment Benefits	Jackie Shelley	654-1061
		Cheryl Almquist	653-9546
82-808	Caretaker Relatives	Jackie Shelley	654-1061
82-812	Temporary Absence	Jackie Shelley	654-1061
82-820 to 82-832	Assistance Unit	Shawn Bradley	653-8675
89-110	Exempt/Nonexempt MAP	Vince Toolan	654-1808
89-130	Restricted Accounts and Individual Development Accounts	Rosie Avena	654-1514
89-201.1 and .4	Minor Parent Requirement	Shawn Bradley	653-8675
89-201.5 and .6	Minor Parent (income)	Jackie Shelley	654-1061
		Cheryl Almquist	653-9546

CalWORKs Eligibility Bureau – Analyst Assignments
Effective November 2003

Quarterly Reporting (CalWORKs Eligibility only)	Paulette Dreher	654-3386
Forms and Notice of Action Coordinator	Shawn Bradley	653-8675
Legislative Coordinator	Jackie Shelley	654-1061
Litigation Coordinator	Vince Toolan	654-1808
Records Retention Coordinator	Jackie Shelley	654-1061
CAT Liaison	Shawn Bradley	653-8675
County Plan Review Liaison (CalWORKs Eligibility)	Paulette Dreher	654-3386
EBT Liaison (CalWORKs Eligibility Interface only)	Vince Toolan	654-1808
Public Records Act Request Coordinator	David Willey	654-3062
TANF State Plan Liaison	Ruth Van Den Berg	654-1786
TANF Reauthorization Coordinator	Beverly Thomas	654-6127
Tribal TANF Liaison	David Willey	654-3062
60-Month Time Limit Tracking/Safety Net	Charissa Miguelino	657-3665
Family Reunification/Kin Gap Liaison	Ruth Van Den Berg	654-1786
Medi-Cal Liaison	Rosie Avena	654-1514

CEB Analyst E-Mail Addresses

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